

Charter Review Commission



August 31, 2023
Town Hall
2121 Cross Timbers Road
Large Conference Rm #124
Flower Mound, TX 75028

6:00 p.m.

Comments can be sent to the Charter Review Commission by emailing charter@flower-mound.com.

DRAFT MINUTES

A. CALL TO ORDER

Chair Dixon called the meeting to order at 6:00 p.m. with the following members present:

Steve Dixon, Chair
Sandeep Sharma
Greg Wilson
Mike Wallace
Rick Lust (Virtual)
Ann Martin

with the following members of the Town Staff participating:
Theresa Scott, Town Secretary

B. PUBLIC COMMENT

The purpose of this item is to allow the public an opportunity to address the commission regarding any item on this agenda or provide general comments regarding the Town's Charter as it relates to the Commission's charges, duties and responsibilities. Speakers are limited to three minutes. Time limits may be adjusted by the Chairperson.

No speakers.

CRC members discussed setting the guideline of 3 minutes for public comment; however, with some flexibility depending on the number of speakers as well as the relevancy of the remarks.

C. CHARTER REVIEW COMMISSION MEMBER INTRODUCTIONS

Each member introduced themselves.

D. REVIEW CHARGE

1. Town Council [Resolution No. 17-23](#)

Charter Review Commission (CRC) members discussed the charge as outlined in Resolution No. 17-23.

2. Review and discuss appointer (Mayor/Councilmember) input to appointee (Charter Review Commission member).
Included with Section E. below.

E. ADDITIONAL FUTURE ITEMS FOR DISCUSSION AND CONSIDERATION

The following topics were discussed:

	Category	Charter Section	Title	Description
1.	Administration	4.01	Administrative Depts.	Are we too big for one department head to manage 2 or more depts?
2.	Administration	4.02	Town Manager	Review the residency within 6 months provision for the Town Manager with consideration for a longer time frame given a fluctuating housing market.
3.	Administration	11.07	Rearrangement & Renumbering	Add "TC shall have power... to correct typos, grammar, and references." For example, p26, line 3, "... and all of his or her opponents..." this is inconsistent with p43, 11.01 Construction of Charter re: use of pronouns.
4.	Administration	3.07 (w)	Powers of the Council	For items required to be published in the official newspaper, when not required by state law, update language requiring publication to the Town website, with printed copies in the public library, instead

				of to the official newspaper.
5.	Administration	9.06	Notice of Public Hearing on Budget	Budget publication
6.	Administration	10.02	Franchise: Powers of Town Council	Franchise: Powers of Town Council.the full text of such ordinance shall be published once each week for two (2) consecutive weeks in the official newspaper of the TOFM, and the expense of such publication shall be borne by the proponent of the franchise.
7.	Council	3.03.1 (d)	Vacancies	NA, no longer have 2 yr. terms
8.	Council	3.05	Mayor	Review the designation by the mayor to authorize the Town Manager to sign contracts not to exceed \$15,000 with consideration for a higher amount due to market changes since this amount was established in 2004.
9.	Development/Land	8.02	Development of property.	Reword "shall cooperate" to "shall give due consideration"
10.	Development/Land			Prohibit master plan land use overlays. A master plan overlay is defined as a secondary land use designation that does

				not follow the boundaries of the underlying land use.
11.	Election	7.04	Council Either to Pass Ord or Call Election	Why "300?" Huge discrepancy between 5% and 300. Change#?
12.	Election	7.15	Referendum Petition Requirements	Why "300?" Huge discrepancy between 5% and 300. Change#?
13.	Election	7.16	Election Required for MUD or PID	Can the "Requestor" be charged for full or apportioned cost of election?
14.	Election	7.17	Election required for certain public-private partnerships	Study economic development implications of the public-private partnership provision. Reconsider need for special election; examine qualifying factors
15.	Election			Require voter approval for creation of a new TIRZ and expansion of boundaries of an existing TIRZ
16.	Finance	3.13	Audit & Examination of Town Books & Accounts	Redesignating same accountant or firm. Add time component?
17.	Finance	9.10	Effective Date of Budget; Certification of Copies, Copies Made Available	copy in the Library for any/all to reference or check out?

18.	Finance	9.13	Reserve	"not less than 10%" should this be increased?
19.	Finance	9.14	Transfer of Appropriations	During the fiscal year, the Town Council shall have the power to transfer funds allocated by the budget from one department to another department. The Town Council shall have the power to re-estimate revenues and expenditures. If the Town Council determines it is in the best interest of the Town to apply for and accept a private, county, state or federal grant of funds for a particular purpose, the Council's action in accepting the award of said grant and any corresponding expenditures shall constitute a budget appropriation in the amount of said grant funds
20.	Finance	9.15	Power to Tax	eliminate "personal property" - does "commercial" need to be emphasized
21.	Finance	9.16	Property Subject to Tax	"All real and Personal property..." - does "commercial" need to be emphasized
22.	Finance			Set a municipal tax ceiling for homestead exempt properties of

				5% increase over the prior year tax bill, excluding new improvements which would be taxed normally. A tax ceiling of 105% (last year's bill plus 5%) could not be exceeded regardless of appraised/assessed value or tax rate, except when the homestead exemption is removed, the property is sold, or valuation is changed due to new improvements (and then only the new improvements would be considered above the tax ceiling for that year.
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The CRC also discussed how they will need to rank the Charter amendment recommendations once they decide on what those will be.

F. COORDINATION OF CALENDARS

1. Discuss future meeting dates and locations.
Each member will submit availability dates for the next two weeks to the Town Secretary, who will then coordinate the next meeting. There was a consensus to use Town Hall as the first choice for all future meetings.

There was a discussion about having key staff and legal attend their next meeting.

G. ADJOURN

Chair Dixon adjourned the meeting at 7:50 p.m.

TOWN OF FLOWER MOUND, TEXAS

STEVE DIXON, CHAIR

ATTEST:

THERESA SCOTT, TOWN SECRETARY